



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5354.3

EOA

**21 MAR 2000**

From: Commanding General, Marine Corps Base, Camp Lejeune  
To: Distribution List

Subj: MARINE CORPS BASE, CAMP LEJEUNE EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO P5354.1C  
(b) MCO P5354.2D

Encl: (1) Checklist for Commanders  
(2) Statistical Data Collection, Management and Reporting

Reports Required: I. Annual Equal Opportunity Data Summary  
(Report Control Symbol MC-5354-01) reference  
(a) par 2000.7

1. Purpose. To implement the provisions of reference (a), provide guidance, and state a command policy for the management of the Equal Opportunity Program (EOP) at Marine Corps Base, Camp Lejeune.

2. Information. The provisions of this Order apply to all Marines and Sailors, all other Armed Forces personnel assigned to or serving with MCB units, civilian supervisors of military personnel, and civilian employees and non appropriated fund employees providing services to military personnel.

3. Policy. Consistent with the concepts, principles, and objectives of the Marine Corps EOP provided by reference (a), it is the policy of the Commanding General, Marine Corps Base, Camp Lejeune that:

a. All military personnel be assured equal opportunity and fair treatment without regard to their race, color, religion, gender, age or national origin, consistent with the law and regulations and the requirements for physical and mental abilities.

b. Cultural, racial, gender, and ethnic diversity are accepted as desirable characteristics that exist within the American society and the Marine Corps, and that this diversity be recognized and furthered by ensuring that all personnel are assisted in attaining both their personal and professional goals.

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4. Concept

a. Ensuring that fairness and equality of opportunity are extended to each individual is an inherent function of leadership at all levels. By ensuring equal opportunity, we exhibit the highest degree of honor, display moral courage to consistently do what is right, and execute a strong commitment to our fellow Marines, Sailors, and civilian employees. Further, by creating a command climate that fosters equal opportunity we encourage all personnel to contribute and develop their full potential, thereby directly impacting mission readiness.

b. The actions directed by this Order are designed to:

(1) Identify and monitor all command policies, programs and procedures in which discriminatory practices have occurred or could occur.

(2) Eliminate prejudice or the perception of prejudice, and promote professional and harmonious personal interrelationships among all military and civilian personnel.

(3) Eliminate all forms of sexual harassment, from verbal comments to physical acts, whether subtle or overt.

(4) Create an atmosphere which encourages both the professional and personal advancement of all individuals without regard to race, color, religion, sex, age, or national origin.

c. The chain of command will be continuously emphasized as the primary and preferred channel for correcting discriminatory practices and for coordination and communication relative to all equal opportunity matters.

d. When possible the Informal Resolution System will be utilized to resolve conflict at the lowest level.

5. Policy Implementation. As previously stated, the total efforts of all military and civilian personnel are required to implement the concept of equal opportunity outlined in paragraph 4. Implementing the equal opportunity concept in all functional areas is the responsibility of the Commander. At the most basic command level, addressing equal opportunity as a readiness issue is most effectively accomplished by the Commander and the senior enlisted advisor. Enclosure (1) provides a checklist for commanders which summarizes the major requirements of this Order.

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a. Statistical data summary reports will be submitted by each school/battalion to the Equal Opportunity Advisor (EOA) who will compile and consolidate the statistics, and forward to HQMC, as required by reference (b). Timelines for submission of the reports will be determined by HQMC, normally by 31 October, annually.

b. Appendix A of reference (a) will be filled out annually by all schools/battalions and maintained for a minimum of two years. This annual statistical data will be reviewed by the commander and senior enlisted advisor for possible trends.

c. Chapter 2 of reference (a) outlines the Commander's responsibilities for implementation of the EOP.

6. Maintenance of Statistical Data. Enclosure (2) sets forth the procedures for collecting, reporting and reviewing the statistical data required to support the attainment of the command's equal opportunity objectives.

7. Affirmative Action Plan (AAP). All Commanders and Officers-in-Charge of tenant organizations shall review the AAP, reference (b), to ensure that their EOP is based on and contributes to the accomplishment of the Marine Corps' goals and objectives.

8. Action

a. Commanding Officers, Headquarters and Support Battalion, Marine Corps Combat Service Support School, School of Infantry, Marine Corps Engineer School, Naval Hospital, Weapons Training Battalion, Reserve Support Unit, Field Medical Service School, and Dental Battalion "BN" makes it FSSG, Clinics fall under Base.

(1) Ensure widest dissemination of and compliance with the policy and equal opportunity concepts contained in the references and this Order.

(2) Appoint an Equal Opportunity Representative (EOR) and forward a copy of the appointment letter to the Equal Opportunity Advisor. EORs will advise their commander and the EOA of all formal allegations of discrimination to include sexual harassment as set forth in reference (a). Additionally, the EOA will ensure that EORs are properly trained and assist them in implementing the required training and accomplishing the goals of the Marine Corps and Marine Corps Base, Camp Lejeune's EOPs.

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(3) Per reference (a), develop an annual training plan that includes milestones that ensure annual equal opportunity, sexual harassment prevention, and Team Marine training requirements are fulfilled. Forward cumulative quarterly percentage reports to the EOA, and maintain records of annual training.

(4) Per reference (a), implement the policies and requirements detailed in this Order. Publish a policy letter on Equal Opportunity (which includes sexual harassment).

(5) Per reference (a), ensure that unit request mast directives identify request mast as the primary formal means for surfacing discrimination and sexual harassment complaints.

(6) Employ the use of racial/ethnic identifiers in accordance with reference (a), paragraph 1002.1.

(7) Upon receiving knowledge of a formal EO complaint, notify the Chief of Staff and the EOA of the situation. Continue to update the Chief of Staff and EOA until resolution. Ensure that the timelines established in reference (a) are complied with and that the DASH is submitted to the EOA in a timely manner.

(8) Per reference (a), ensure that all investigations of alleged discrimination and sexual harassment receive legal and EOA review.

(9) Ensure widest dissemination of information relating to the conduct of ethnic observances. Provide at least one member of your command, preferably a volunteer, to serve on each ethnic observance committee.

b. MCB EOA

(1) Inform the Commander of any discriminatory practices.

(2) Assume responsibility to coordinate and review investigations of allegations pertaining to sexual harassment or discrimination.

(3) Assist the Commander in monitoring the EO climate.

(4) Develop, maintain, and draft policies in support of the EOP.

(5) Ensure all formal allegations of discrimination, to include sexual harassment, are reported to CMC per reference (a).

(6) Assist commands with EOP information on complaint reporting, command statistics and training requirements as directed.

(7) Serve as an advisor on ethnic observance committees.

c. Command Inspector. Upon request, act as the advisor to the EOA. Ensure that you inform and utilize the EOA in all investigations, complaints, and request masts that involve allegations of discrimination and sexual harassment.

d. Staff Judge Advocate. Provide legal counsel and advice to the command, and all military personnel, with regard to equal opportunity and civil rights matters.

e. Assistant Chief of Staff, Marine Corps Community Services. Coordinate and support the conduct of the ethnic observances identified in reference (a). You will be assisted by members from each command who will serve on each ethnic observance committee.

f. Public Affairs Officer. Ensure the Command's public information efforts support the Marine Corps' commitment to equal opportunity. Ensure the announcement and coverage of ethnic observances.

g. Base Adjutant. Inform telephonically, upon receipt, and provide a copy of all correspondence that contains allegations of discrimination or sexual harassment to the EOA.

9. Recommendations. Recommendations concerning this Order are encouraged. Such recommendations will be forwarded to the Commanding General, Marine Corps Base, Camp Lejeune (Attn: EOA) via the appropriate chain of command.

10. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



R. G. RICHARD

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PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5354.3 CH1  
BADJ

06 APR 2000

BASE ORDER 5354.3 Ch 1

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS BASE, CAMP LEJEUNE EQUAL OPPORTUNITY PROGRAM

Encl: (1) New page inserts to MCO 5354.3

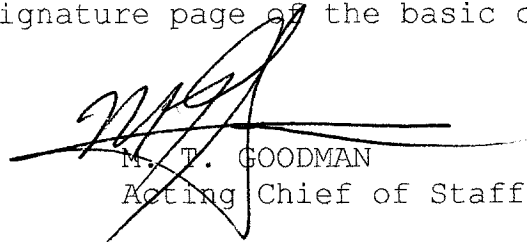
1. Purpose. To transmit new page inserts to the basic Order.

2. Action

a. Remove cover page and replace it with new cover page.

b. Insert Enclosure (2) behind Enclosure (1) of the original order.

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.

  
M. T. GOODMAN  
Acting Chief of Staff

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